



## Michigan Supreme Court

State Court Administrative Office  
Michigan Hall of Justice  
P.O. Box 30052  
Lansing, Michigan 48909  
Phone (517) 373-0128

Carl L. Gromek, Chief of Staff  
State Court Administrator

## MEMORANDUM

DATE: January 25, 2006

TO: All Trial Court Judges and Visiting Judge Clerks

FROM: Carl L. Gromek

RE: SCAO Administrative Memorandum 2006-02  
Judicial Assignment Procedures--Effective January 1, 2006

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Attached are the new "Judicial Assignment Procedures," which have been revised, reorganized, and renamed from the previously named "Judicial Assignment Guidelines." You will also find the new procedures on the Court's website at:

<http://courts.michigan.gov/scao/resources/standards/AssignProcedures.pdf>

These procedures were changed on the basis of comments received from numerous judges and visiting judge clerks. The following list outlines the revisions:

- We will no longer be sending or requiring you to submit "Reports on Assignment."
- An assignment to a case in another court will continue for the life of the case, or until you leave office or the State Court Administrative Office terminates the assignment.
- Blanket cross assignments for backup and emergency coverage will be authorized for one year instead of six months.
- All other assignments, e.g., convenience of location, annual leave, etc., will be date specific and will terminate at the end of the last date, which is reflected on the assignment order you receive.

If you have questions regarding the new procedures, please contact your Regional Administrator.

Attachment